

CITY OF BOULDER

ECONOMIC VITALITY INTERN

NOTE: *The Economic Vitality Internship position has been filled through May 2016. Please check back in April 2016 for program updates.*

General Description of the Economic Vitality Intern position:

JOB OBJECTIVE: Under general direction of the City of Boulder Economic Vitality Coordinator, to perform research and analysis including activities such as:

- Conducting and documenting background research on Boulder companies and industries to support business outreach programs;
- Assisting with administration of business incentive programs;
- Facilitating Economic Vitality training of City employees;
- Supporting the city's economic vitality staff, including providing business assistance and assisting with economic vitality metrics development;
- Supporting the city's economic vitality team, including preparing presentation and meeting materials; and
- Other ongoing projects as assigned.

This internship involves meeting with Boulder businesses and innovative startups as well as working with local business organizations and city leadership.

QUALIFICATIONS: The ideal candidate will be a recent graduate, a senior, or a junior student majoring in Economics, Public Administration, Business, Communication, Planning, or a related field. Excellent writing and computer skills are required. The position typically lasts 6-8 months.

HOURS: 20 hours per week within the standard work week (M-F, 8 a.m. – 5 p.m.).

PAY: The Economic Vitality Intern position is generally a paid internship; in some cases, university credit may be obtained for an unpaid internship.

SUPERVISOR: Jennifer Pinsonneault, Business Liaison. For more information on the Economic Vitality Internship, please contact Jennifer Pinsonneault at 303-441-3017 or pinsonnaultj@bouldercolorado.gov.